




## G-Tasks Pro

Keep track of your tasks on your smart watch.

### How to use




**i** Before first usage it is required to login to your Google™ account. This is done once. (unless manual log out)

#### 1. App navigation

- ✓ Main screen shows default list of tasks
- ✓ Tap on task name to open list of sub tasks
- ✓ Long press on task / sub task name to open task / sub task edit view
- ✓ Tap circle / tick icon on the right side of task / sub task name to mark it as completed or ongoing 
- ✓ Tap on main list of tasks title (blue color) to see all task lists


#### 2. Create a task

When you create a task you can set task name, description, due date and add sub tasks.


- ✓ To add a task / sub task, tap plus button 
- ✓ Enter necessary data (name is obligatory)
- ✓ Tap tick button to add and save new task 
- ✓ To add subtask, first tap on task and then, when task is opened, tap plus button 

#### 3. Edit a task


You can change the task name, description, due date, mark task as completed, add or delete sub tasks.

- ✓ To edit a task / sub task, long press selected task / sub task
- ✓ Add or change necessary data (to remove due date, tap *Clear date / alarm* item)
- ✓ Tap tick button to save edited task / sub task 

#### 4. Delete a task



- ✓ To delete a task / sub task, long press task / sub task you want to delete
- ✓ Press delete button 

#### 5. Mark task / sub task as completed

- ✓ To mark task / sub task as completed or ongoing, tap circle / tick button on the right of task name 


- ✓ When task contains sub tasks, all of them will be marked as completed or ongoing
- ✓ It is possible to mark task as completed or ongoing from task edit view

#### 6. Managing task lists

- ✓ To select a task list, on the main screen press blue task list title (on the top of the main list of tasks)
- ✓ From the list of task lists select and tap desired list
- ✓ To add a new task list, tap plus button 
- ✓ To delete a task list, tap delete button on the right side of task list name 



#### 7. Calendar and alarms


Calendar shows all due dates of all tasks and sub tasks from selected task list. If alarm is set for desired task due date, watch system notification will be displayed at proper time. This is all-day alarm type.

- ✓ To open calendar, open right side menu  and tap *Calendar* button
- ✓ Tap on / off button on selected calendar item to enable or disable alarm for desired due date
- ✓ Alarm can be also set from task / sub task edit view (due date editor)

#### 8. Synchronizing

This app is Google™ Tasks client – it fully synchronizes with your phone Tasks™ app, your Gmail™ tasks and G Suite™ tasks.

- ✓ All operations are synced automatically
- ✓ To force manual sync open right side menu  and tap *Synchronize* button 

 When device is offline, all task / sub task / task list related operations (add, edit, delete) will be done and performed. When device will go online, all of processed operations will be synchronized.